



Congressional Case Review

—Recommended Guidelines—

- **Send: Prepared statements, testimony transcripts**
- **Send: Budget Justification Books, IFR, QFR**
- **Send classified by mail or classified fax: 703-696-4521**
- **Send unclassified by mail, unclassified fax, or email**
- **OSR requires 1/3 of total available time for transcripts**
- **5 day minimum response time for statements**
- ***Response time exceptions limited to true emergencies***
- **Send 4 copies of statements along with signed Form 1790**
- **Send 2 copies of transcripts along with signed Form 1587**
- **Denials and amendments may be administratively appealed**

Contact Information/Queries

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